

Last Modified: May 28, 2018

This guide is provided to assist vendors with registering in the City-Parish's Vendor Self Service Portal. It is highly recommended that this document be reviewed in its entirety before beginning the registration process.

If you should have any questions or issues with the registration process, please contact <a href="mailto:bridge@brla.gov">bridge@brla.gov</a> or (225) 389-2842.

### Important!

- Current vendors have been pre-registered and assigned a vendor ID shown on purchase orders and checks. This number and your business Tax Identification Number or Social Security Number are necessary to access the records that have been transferred to Vendor Self Service. Use these numbers in the EXISTING VENDORS ONLY section.
- A W-9 Form is required in order to do business with City-Parish. Part of the online enrollment process <u>requires</u> you to upload a completed W-9 form. Please have the completed form in an electronic format so that you can submit it as part of the registration process. The W-9 form can be downloaded from the <u>IRS website</u>. We have created <u>step by step directions</u> on how to properly complete the W-9 Form

On the Vendor Self Service home page (<a href="http://brla.gov/vss">http://brla.gov/vss</a>), click *Registration* on the right side of the browser window.



#### 1. Create user ID and password

- a. Your User ID and Password will be required to log in to the Vendor Self Service portal.
- b. Your User ID should be something that you will remember for future use.
- c. Passwords **must** contain <u>one capital letter</u>, <u>one lowercase letter</u>, <u>one number</u> and <u>one special character</u> (such as @,!,?,etc.).
- d. Passwords are case-sensitive.
- e. Enter the validation numbers as they are displayed on the screen.



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New Vendor Registra	tion	
Create user ID and password		Step 1
Help		
USET ID (between 1 and 100 characters) *	newuser1	
Re-type user ID *	newuser1	
Password (between 8 and 15 characters) *	•••••	
Re-type password *	•••••	
Password hint *	remember my pas	
	Enter these validation numbers into the box below them	
	1678	

#### f. **STOP!!!!** IMPORTANT INFORMATION

- i. If you received a welcome letter from the City-Parish notifying you of our new ERP system, locate your Vendor ID and the FID/SSN that is <u>listed on the letter</u>.
   Enter these under the EXISTING VENDORS ONLY section. Alternatively, your Vendor ID can be found on purchase orders or checks issued by the City-Parish.
- ii. If you did not receive a letter from the City-Parish, DO NOT enter anything under the EXISTING VENDORS ONLY section. You should proceed as a New Vendor. In general, vendors who have received a check from the City-Parish in the past 3 years were converted to the new ERP system and would be considered an existing vendor. If you meet these requirements but did not receive a letter, it may be because we did not have complete/correct information for you. If you are unsure, please contact Finance-Accounts Payable at <a href="mailto:batonrougeap@brla.gov">batonrougeap@brla.gov</a> or (225) 389-3064
- g. Click Continue at the bottom of the page.

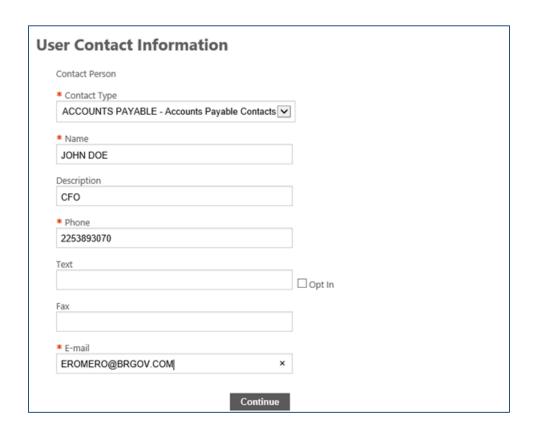


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#### 2. User Contact Information

- a. Provide primary contact information. You will have the opportunity to add additional contacts at a later step in the process.
- b. Choose from the available Contact Types: General, Accounts Payable, Purchasing, Sales.
- c. Supply remaining required information and any other information you feel necessary.
- d. Note: The City-Parish is not currently using the Text feature of this system.
- e. Click Continue.





## **Registration Guide**

- 3. Enter Vendor Registration Information
  - a. Enter the general information such as name and address for your company.
  - b. The Geographic drop down will indicate if your business is based in East Baton Rouge Parish, Louisiana, the United States or Internationally.
  - c. Be sure to select the remittances checkbox if you wish to use this address for remittances. You will have the opportunity to add additional addresses later in the process.



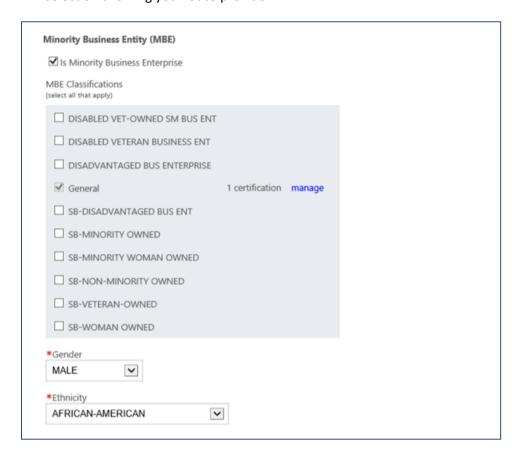


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d. Enter email and the vendor type.



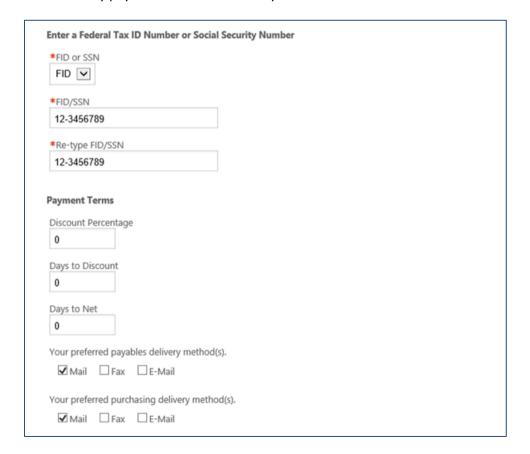
- e. Indicate if your business is a Minority Business Entity and if so select all appropriate MBE Classifications.
  - i. Note: Please see Appendix A on how to manage MBE Certifications.
- f. Indicate Gender and Ethnicity. While both fields are required, the drop down contains a selection allowing you not to provide.





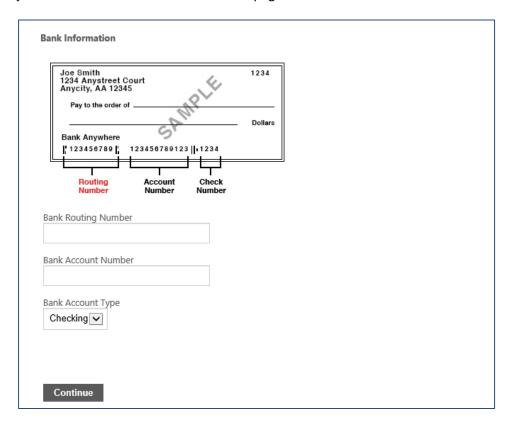
## Registration Guide

- g. Enter your Federal Tax ID (FID) or Social Security Number (SSN).
  - i. For FID be sure to enter in ##-##### format
  - ii. For SSN be sure to enter in ###-### format
- h. Enter any payment terms and delivery methods.





- i. Provide any necessary banking information (optional).
- j. Click Continue at the bottom of the page.



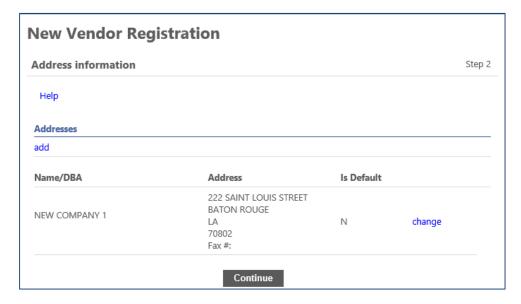


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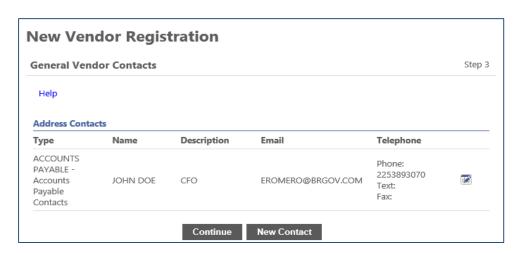
#### 4. Address Information

- a. Your address will appear if you selected the remittance check box from the previous screen.
- b. Select change to make any modifications.
- c. Select add if you wish to add additional addresses.
- d. Click *Continue* when appropriate addresses have been entered.



#### 5. General Vendor Contacts

- a. The contact you provided on Step 3 is displayed here.
- b. Add additional contacts by clicking the New Contact button.
- c. Change the existing contact by clicking the grid/pencil icon on the right.
- d. Click Continue.





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#### 6. Select Commodities

When bidding materials, supplies, equipment and services, it is important to select a commodity code that best represents what your company can provide. This information will be used to send notifications to vendors enroll in specific commodities being solicited. It also helps the City in determining what commodities are being purchased and therefore should be on Citywide Term Contract for better pricing. Failure to submit this information will prevent advance notification of procurement opportunities. For questions regarding commodity codes, please contact purchasing at (225) 389-3259 Ext 0.

- a. Select any applicable commodities/services, which your company can provide.
- b. Click the Add button to include the selected commodities.
- c. Use the search feature or scroll through the list.
- d. A commodity code listing is also provided on the <u>City-Parish website</u>.
- e. Click Continue.



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elect Co	mmodi	ties	Ste
		commodities/services, then select and "Add". Search again 'Finished" when done.	and repeat as
iccessui	y. Click	Thisted when done.	
Keyword or more dig		modity code(first 3	
		List all commodities/services	
133 Fou	nd		
1-10   1	1-20   21-3	30   31-40   41-50   51-60   Next	
elect All	Code	Description	
	00505	ABRASIVES EQUIPMENT AND TOOLS	
	00514	ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.	
	00521	ABRASIVES, SANDBLASTING, METAL	
	00528	ABRASIVES, SANDBLASTING, OTHER THAN METAL	
	00542	ABRASIVES, SOLID: WHEELS, STONES, ETC.	
	00556	ABRASIVES, TUMBLING (WHEEL)	
	00563	COMPOUNDS, GRINDING AND POLISHING: CARBORUNDUM, DIAMOND, ETC. (SEE CLASS 075 FOR VALVE GRINDING COMPOUNDS)	
	00570	PUMICE STONE (INACTIVE, EFFECTIVE JANUARY 1, 2016)	
	00575	RECYCLED ABRASIVES, PRODUCTS AND SUPPLIES	
	00584	WOOL, STEEL, ALUMINUM, COPPER, AND LEAD	
Add			
0528		ABRASIVES, SANDBLASTING, OTHER THAN METAL Remove	
0563		COMPOUNDS, GRINDING AND POLISHING: CARBORUNDUM, DIAMOND, ETC. (SEE CLASS Remove 075 FOR VALVE GRINDING COMPOUNDS)	

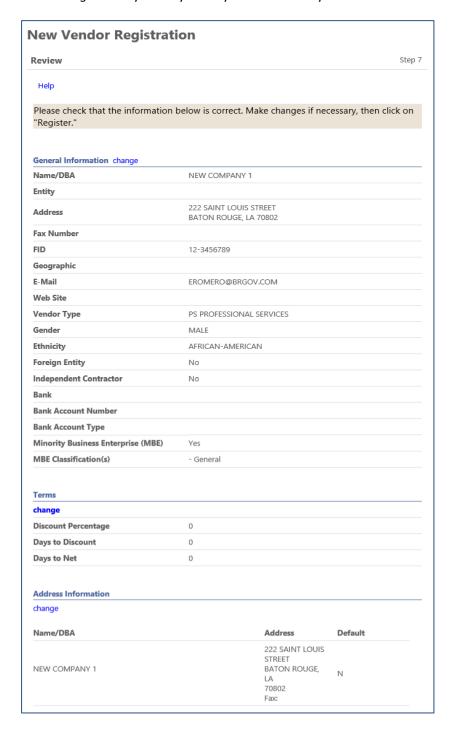


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#### 7. Review

- a. Review the information submitted.
- b. Select change for any areas you may need to modify.





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#### Submit the appropriate documents.

#### i. W-9 (Required)

A W-9 Form is required in order to be added as a vendor. The W-9 form can be downloaded from the <u>IRS website</u>. We have created <u>step by step directions</u> on how to properly complete the W-9 Form.

### ii. Louisiana Secretary of State Certificate of Good Standing

All vendors doing business with City-Parish must be in good standing with the Louisiana Secretary of State's office. To expedite the process of becoming a vendor, attach a certificate of good standing.

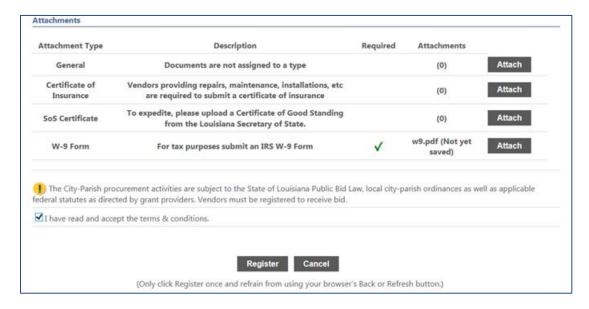
#### iii. Certificate of Insurance

Vendors providing services to the City-Parish in the form of repairs, maintenance, installations or other types of services will be required to submit an Insurance Certificate in accordance with specifications provided for each job.

#### iv. General

Submit any additional forms you feel may assist in the vendor enrollment process.

- d. Accept the Terms and Conditions.
- e. Click Register to complete the process.





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- 8. Registration Confirmation
  - a. Your registration is complete. City-Parish staff will review the information you have submitted and complete the process to add you as a vendor.
  - b. From this page you can register additional commodities or upload additional documents.

## **New Vendor Registration**

## **Registration Confirmation**



Registration has been completed. You will be contacted when your information has been reviewed.

#### You can now:

- · Register for commodities/services and/or update your profile.
- · Upload attachment documents to your profile.

- 9. Now that your registration is complete you can Log In to the Vendor Self Service site (http://brla.gov/vss).
  - a. Click the Log In icon on the upper right hand corner.
  - b. Use the username and password previously created to access the site.



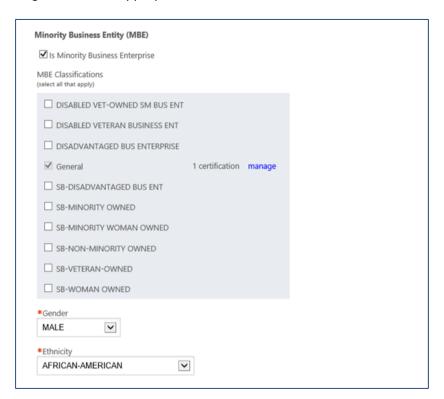
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#### Appendix A

#### Managing MBE Certifications

Minority Business Entity vendors can list appropriate certifications through the vendor self service portal. After indicating that they are an MBE, the vendor can choose which MBE classifications apply. For each classification that is checked, a manage link will appear and this is where the vendor can list their certifications. These instructions are based on the steps taken during new vendor registration, however, the same can be done by updating the vendor's profile after logging in to vendor self service.

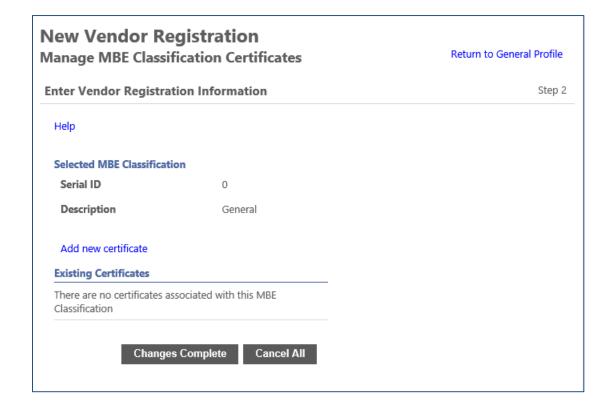
1. Select Manage next to the appropriate classification





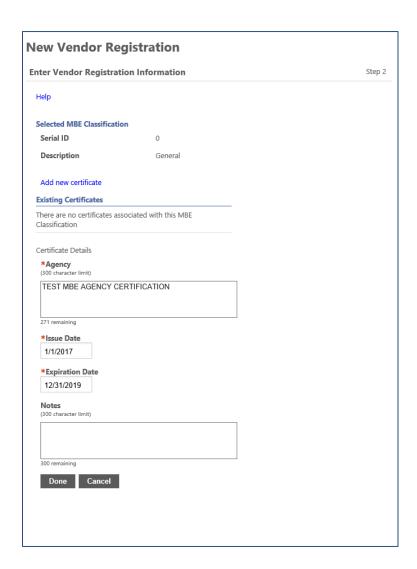
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- 2. Begin process to add a certification
  - a. Any previously added certifications will be displayed.
  - b. Click Add new certificate.





- 3. Enter all appropriate information for the specific classification
  - a. Supply the Agency providing the certification, issue date and expiration date.
  - b. Click Done.





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#### 4. Review the information

- a. The certificate is now added. From here you can edit or add additional certifications.
- b. Click Changes Complete to return to the vendor profile page.

